

## MEMO

To: [Name of Team Member]  
Delivered Via DocuSign to: [Email Address]

From: [Name of Sender]

Date: [Date]

Re: [Transaction Name]

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Pursuant to a Confidentiality Agreement with [Other Party Name] (dated as of [Date]), Brink's must now provide a certification that all documents and confidential information in Brink's possession, related to the potential business transaction with [Other Party Name], have been destroyed.

Per the terms of the agreement and internal policy, **you must notify the Legal Department if you have:**

- submitted any materials to the Board of Directors regarding the transaction, and/or
- any material related to the negotiation and execution of any agreement in connection with the transaction in question.

Per our internal policy, **you must forward to [Name of Legal Department Member]**

- any list of project or deal team members that you created or maintained in connection with the transaction, and/or
- evidence of the date on which you became aware of this transaction (e.g.: the initial email notifying you of the transaction).

**As a member of deal team, you must destroy any other documents and confidential information in your possession and certify below that you have done so by [Date].**

Examples of "documents and confidential information" include, but is not limited to:

1. any type of document or information (e-mails, including attachments to e-mails, memos, letters, faxes, correspondence, presentations, contracts, papers, books, accounts, ledgers, spreadsheets, drafts, versions, attachments, studies, reports, logs, notes, calendars and calendar entries, day-planners, diaries, agendas, minutes, transcripts, statements, rolodexes, notebooks, drawings, graphics, images, diagrams, maps, charts, graphs, films, animations, photographs, photocopies, voice mails, telephone messages, invoices, statements, instant messages, text messages, communications, microfilm, recordings (electronic, videotape, and sound), forms, templates, outlines, word-processing documents, files, and any other records, writings, data and data compilations, and tangible things and objects, including both originals and non-identical copies or duplicates (such as with any notes or markings), and both active and archived documents and information);

2. electronically stored information in any format, metadata, any type of computer or electronic storage device such as laptops/personal computers, personal digital assistants (“PDAs”), any type of drive or electronic storage device (e.g., network drive, hard drive, shared drive, flash drive/USB drive, memory card, any type of tape or disk (backup tapes, backup disks, compact disks (“CDs”), digital video disks (“DVDs”), zip disks), any type of system (accounting systems, voice mail systems, instant messaging systems, text messaging systems, backup systems), any type of file or folder (office files, desk files, active files, archive files, working files, personal files; pst files, jpeg files, pdf files, wav files, etc.), any type of application or program, hardware or software, documents and information on the Internet/World Wide Web and any Company intranets, weblogs/blogs, bulletin boards, any type of server (file server, database server, e-mail server, web servers), and any other storage method or device of any kind), video and audio recordings from company vehicles however stored;
3. in any location including office, home, company or personal vehicle, third party location such as cloud based storage or stored by a Company vendor; and/or
4. within your or the Company’s possession, custody, or control (including personal and home computers, laptops, cell phones, and e-mail accounts, to the extent they contain documents and information that are connected or related to, or that may affect or impact, the matter(s) identified above).

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**Destruction Certification:**

I, the undersigned, hereby certify that I have destroyed all documents and confidential information in my possession related the potential business transaction with [Other Party Name] per Brink’s Policy for Responding to Third Party Document Destruction Requests.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date